



Job Announcement District Director

Overview:

Senator Norma Torres (D-Pomona) was elected in May 2013 to represent the 32nd Senate District in the California State Legislature. She previously served as Assemblymember championing issues ranging from public safety to education, housing and economic development. The district office plays a critical role in supporting the Senator's vision to improve the overall economic, health and well-being of more than one million men, women and children in the district.

Description:

The Senator seeks an experienced individual to serve as district director in her Ontario office. The qualified candidate will work closely with the Senator to implement her vision and supervise district office staff. This individual will be responsible for establishing and maintaining cooperative working relationships with elected officials, local governments, community leaders, non-profit organizations, business groups and the general public.

Essential Functions

- Develop and execute action plans that support the Senator's vision and policy agenda.
- Serve as the Senator's primary liaison in the region to local elected and government officials, departments, community-based organizations and business groups.
- Make policy recommendations to the Senator on issues pertaining to the district.
- Supervise and mentor district office staff and interns.
- Review all letters and correspondence drafted by staff.

Required Experience:

- At least five (5) years of management and/or senior level experience in a legislative, state or local government office environment. Candidates with ten (10) or more years of experience will be highly considered.
- Knowledge and understanding of the legislative process and issues pertaining to the 32nd Senate District.
- Knowledge of local government, and economic development issues.

Minimum Qualifications:

- A bachelor's degree with a background in public policy, public affairs or related field.
- Excellent writing and communication skills.
- Working knowledge of Microsoft Office including Word, Excel, and other programs.
- Ability to effectively lead and manage a small team to set goals and meet deadlines.
- Ability to work collaboratively and productively with diverse groups of local elected officials, government executives, non-profit and business organizations.
- Ability to understand, analyze and effectively communicate about complex policy or program information.

Reports To:

State Senator and Chief of Staff.

Supervises:

All district office staff. This staff includes field representatives, secretaries, office clerks, interns and volunteers.

Salary:

Commensurate with experience.

To Apply:

Send cover letter, resume and three references to mandy.thomas@sen.ca.gov. Submit by August 26, 2013.